

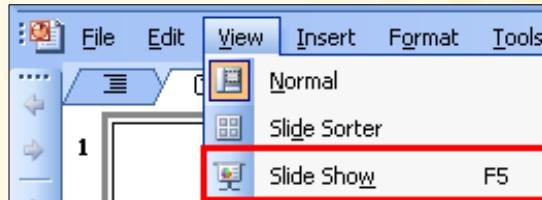


Instructions

This PowerPoint orientation module is designed to be taken as an interactive, standalone slide show. Click **View>Slide Show** (see screen captures below) if you are not already in Slide Show mode. You are not in Slide Show mode if you see the PowerPoint menu bar and toolbar at the top of the screen.

PowerPoint 2003

PowerPoint 2007



In Slide Show mode, click any of the navigation buttons below for a

Exit. Takes you out of the slide show mode to Normal mode. You can close the slide show mode by clicking the 'X' button in the top right corner of the slide show window. **Home.** Returns you to the first slide in the topic file. **Back.** Returns you to the previous slide in the sequence. **Next.** Goes to the next slide in the sequence. On the last slide of a topic, it instructs you to choose another topic. **Search.** Allows you to search for specific topics within the slide show. **Resource.** Provides links to related resources. **Suggestion Box.** Allows you to enter comments or suggestions. **Print.** Combines the slide show with the resource screen to create a printout. **Help.** Provides information about the slide show mode. **Exit.** Closes the slide show mode. **Search.** Allows you to search for specific topics within the slide show. **Resource.** Provides links to related resources. **Suggestion Box.** Allows you to enter comments or suggestions. **Print.** Combines the slide show with the resource screen to create a printout. **Help.** Provides information about the slide show mode. **Exit.** Closes the slide show mode.

Click anywhere in this box to close

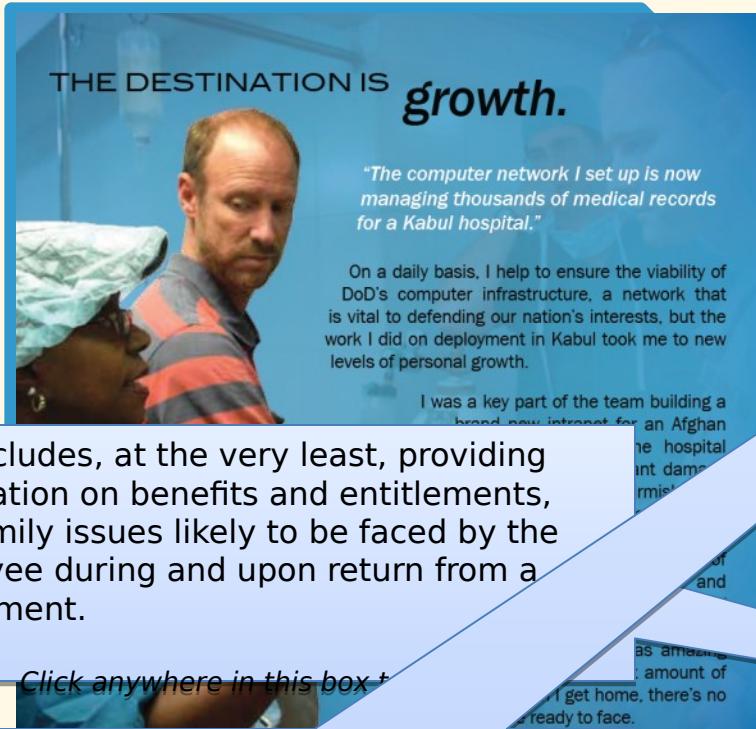
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Topic 6 - Supporting Volunteers During Deployment

What Are My Responsibilities During Deployment? (1 of 4)



This includes, at the very least, providing information on benefits and entitlements, and family issues likely to be faced by the employee during and upon return from a deployment.

Contact the CEW program office by [email](#) or phone (877.873.0956) to find out who they are.

Click anywhere in this box to close

HR Specialists are designated for CEW support in your component . . . Check with them to see what your (vs the HR Specialist's) responsibilities are during deployment.

Your responsibilities will include all HR functions you normally perform as this person's supervisor. In addition, subject to your component's CEW policies and procedures, you will :

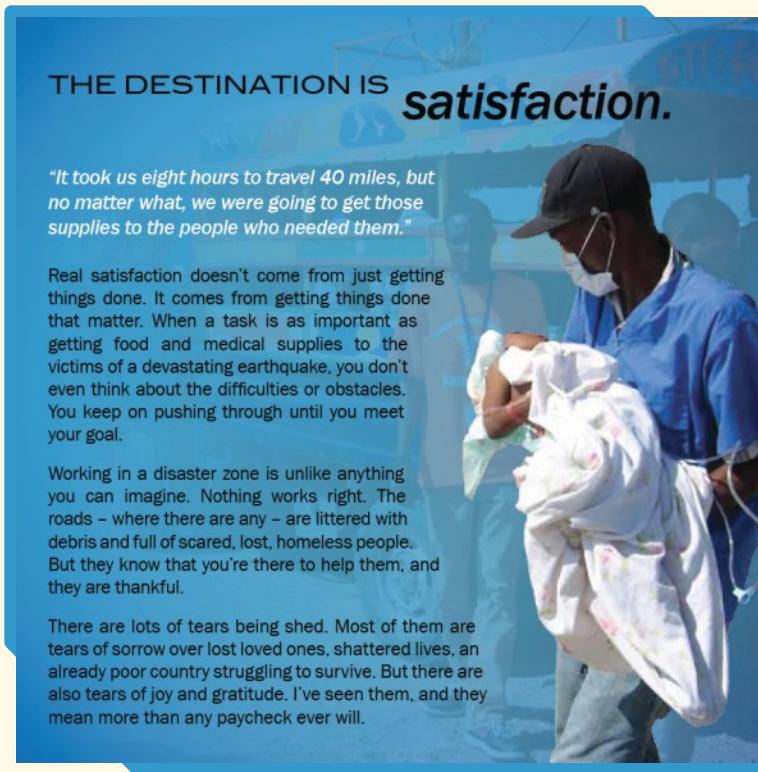
- Coordinate ongoing training needs, in collaboration with the theater supervisor.
- Ensure that the volunteer undergoes required periodic health assessments. Program participants are eligible for full military medical support while serving in their overseas duty station.
- Coordinate services for the volunteer's





Topic 6 - Supporting Volunteers During Deployment

What Are My Responsibilities During Deployment? (2 of 4)



panel from
[CEW brochure](#)

(continued from previous screen)

- Support the volunteer in executing their [Family Care Plan](#).
- Consider volunteers for all appropriate awards. See *What Awards are Available to CEW Volunteers?* in Topic 9 for award possibilities.
- Approve time cards. Note that civilians working in theater have unusual [work schedules](#), with minimal holidays or days off and very long hours. See *What are the Most Common Pitfalls and Issues?* in Topic 8 for more information.
- Handle [injury](#) or [death situations](#) if necessary.



Topic 6 - Supporting Volunteers During Deployment

What Are My Responsibilities During Deployment? (3 of 4)

THE DESTINATION IS *discovery*

Employees may be selected for new opportunities while deployed, but may have a delayed effective date and/or report date to complete their deployment.

Click anywhere in this box to close

While I had certain expectations about my assignment, I was surprised to learn just how desperately my professional skills were needed. I had never been deployed before, but

This includes those who are deployed to assigned positions as well as unclassified temporary requirements.

Click anywhere in this box to close



panel from
[CEW brochure](#)

(continued from previous screen)

- Consider volunteers for promotion or other [career enhancing opportunities](#) while deployed.
- Know the process for tracking and accounting for the daily locations of [volunteers](#) and access this information when needed. See [job aid](#).
- When requested, supply metrics data to the Head of your DoD Component on CEW program participation by your employees.
- Monitor for PTSD and other signs of stress such as anxiety and depression.
[See a list of web sites with information on this subject](#)





Topic 6 - Supporting Volunteers During Deployment

What Are My Responsibilities During Deployment? (4 of 4)

THE DESTINATION IS **achievement.**

The employee's performance rating for their job at home station may be outstanding, but they may have cultural attitudes, personality traits, or other issues that arise in their theater environment with negative consequences. It is important for you and the volunteer to understand that this is a volunteer position; if it is determined that the employee is not a good fit at any point during the volunteer's tenure in theater, there is no permanent negative consequence to the employee. They are simply thanked for whatever amount of service they rendered while a volunteer, and return to their home station position.

It is up to you to expose any possible issues at the earliest possible time, even before an employee is selected for CEW service, to avoid misusing institutional resources in deploying someone who then must be sent back. This especially applies to personal traits that do not show up on the employee's last performance

(continued from previous screen)

- Support volunteers in exercising their leave and R&R rights and

Before the end of deployment, a SF-1190 with addendum should be completed in to stop the volunteer's danger pay as soon as they leave theater.

- When necessary, engage in dialogue with the volunteer's theater supervisor about the performance and possibly fitness of the employee for the position.
 - Participate in process of bringing a volunteer home if there is a medical issue with them or a family member, if there is a suitability issue.





Topic 6 - Supporting Volunteers During Deployment

Performance Plans and Appraisals

As part of the standard HR functions that you perform for all of your employees, you need to do performance plans and appraisals. This is of course complicated by the fact that your employee is at a remote geographic location, and has been directed and observed in their daily job functions not by you, but by their theater supervisor. Here are some important considerations in conducting performance plans and appraisals for volunteers.

